

Los Angeles Regional Crime Laboratory Facility Authority



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MAY 31, 2007 MINUTES

The thirty-second meeting of the Los Angeles Regional Crime Laboratory Facility Authority was held May 31, 2007 at California State University of Los Angeles, Golden Eagle Ballroom 3rd Floor, 5151 State University Drive, Los Angeles, CA 90032.

CALL TO ORDER

Director Garcia called the meeting to order at 8:13 a.m. The following Directors were present constituting a quorum of the Authority:

Leroy D. Baca, Sheriff, Los Angeles County Sheriff's Department
William J. Bratton, Chief of Police, Los Angeles Police Department
William T. Fujioka, Former Chief Administrative Officer, City of Los Angeles
Dr. Steven N. Garcia, Finance and Administration, California State University of Los Angeles

APPROVAL OF MAY 4, 2007 MINUTES

On motion of Director Fujioka, seconded by Director Garcia, the Authority unanimously approved the May 4, 2007 minutes.

CHAIR'S REPORT

There was none.

APPROVAL OF FACILITY USE AGREEMENT WITH DEPARTMENT OF JUSTICE (DOJ)

Pat Mallon, Project Coordinator, advised the Authority that this item has yet to be finalized and should be pulled from the agenda. Mr. Mallon reported that critical feedback regarding the Facility Use Agreement has yet to be received from the DOJ.

APPROVAL OF OPERATING BUDGET FOR FY 2007-2008:

Mr. Mallon reported the Authority is required to submit an annual approved operating budget to the California State Office of Emergency Services (OES) and the California State Public Works Board (SPWB) on or before June 30. Additionally, the Authority must submit the approved and authorized budgets of each sublessee under the Operating Subleases and the sublessee's proof of funds to maintain and operate its portion of the Facility. In March 2004, the Internal Planning Unit worked in conjunction with the Sheriff Department's Facilities Planning Bureau to determine estimates for annual operating costs. The maintenance cost estimates were based on the 2003 R.S. Means Facility Maintenance and Repair Cost Data publication. Additionally, staff has performed a critical review of the anticipated utility charges for the Crime Lab facility. Because the Crime Lab Facility is brand new, an accurate estimate of the utility charges is

difficult to quantify. Staff measured the utility charges at the Sheriff's Headquarters building as a benchmark for the Crime Lab Facility.

On motion of Director Fujioka, seconded by Director Garcia, the Authority unanimously approved sending letters to the County CAO and City CAO for consideration and feedback of the estimated annual operating costs for the Crime Lab Facility.

ESTABLISHMENT OF FACILITY MANAGEMENT COMMITTEE

Mr. Mallon reported a Facility Management Committee shall be established consisting of five members which are to be appointed by each member of the Authority. The Committee will meet at least once every 90 days and have the power to authorize emergency repairs to the Crime Lab facility in an amount not to exceed \$100,000.

Discussion ensued regarding the Committee's ability to properly notice a meeting in the event of an emergency to approve funding for repairs. Mr. Mallon advised that maintenance will be on site at the Crime Lab facility and will act accordingly in the event of an emergency. Director Baca suggested discussing the guidelines and meeting parameters of the Facility Management Committee at the next Crime Lab meeting.

On motion of Director Garcia, seconded by Director Bratton, the Authority unanimously approved the establishment of a Facility Management Committee and granted a delegation of authority to the Committee to authorize expenditure of funds from the Authority's Trust Account in an amount not to exceed up to \$100,000 for emergency repairs.

Director Baca suggested further discussion of the guidelines and meeting parameters of the Facility Management Committee and the Facility Coordinating Committee at the next Crime Lab meeting.

CONSIDERATION OF LIABILITY INSURANCE POLICY FOR FACILITY

Larry Shiroma, County Risk Manager, CAO advised a Commercial Insurance Policy would best suit the needs of the Crime Lab facility. Mr. Shiroma explained that if an incident/accident occurred in a common area of the facility, Commercial Insurance would cover all three JPA entities (State, County and City). Paul Ruelas, City Risk Manager, CAO added that Commercial Insurance also prevents counter suits.

The Authority requested that letters be sent to the City and County CAO's asking for their input on the feasibility of Commercial Insurance for the Crime lab facility.

STAFF REPORTS

Budget & Potential Change Orders: Paul Davidson, Department of General Services, reported the original contract amount for the project was \$78,580,000 and has since been amended to \$81,084,641. A majority of the Change Orders have been approved and negotiated down, however, it's anticipated that a potential of \$800,000 in CO's will occur. An additional \$350,000 is expected for 'soft' costs and Commissioning should yield an additional \$50,000. In total, \$1.3 million is anticipated. Mr. Davidson indicated \$750,000 remains in contingency

funding and may need to use \$600,000 of that funding to close out the project. The complexity of the Crime Lab facility and its uniqueness regarding various room temperatures due to the sensitive forensic work to be performed has resulted in the additional costs. In response to Director Fujioka, Mr. Davidson indicated slightly more than \$6 million remains in the JPA Trust Fund.

Construction & Schedule Activities: James Hall, Jacobs Facilities, Inc. reported on the following:

- State Fire Marshall will be visiting the Crime Lab on May 31, 2007 to conduct testing of the fire alarm systems
- Tenant occupancy of the Crime lab is slated to occur July 1, 2007
- Averaged a 40 percent reduction in Change Order requests
- Closeout Building manuals will be distributed to the Sheriff's facilities Maintenance crew

Update on Construction for Expansion of Facility for DOJ Operation: Mr. Mallon advised that this item will be discussed at the June 28, 2007 Crime Lab meeting.

CONSIDERATION OF FUTURE AGENDA ITEMS

Mr. Mallon reported the Department of Justice (DOJ) Facility Use Agreement and the finalization of the Authority's Annual Operating Budget should be ready for consideration at the June 28, 2007 Crime Lab meeting.

PUBLIC COMMENT

There was none.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:19 a.m.